



CENTRAL QUEENSLAND SWIMMING ASSOCIATION

MINUTES OF MANAGEMENT COMMITTEE MEETING

20 August 2015

CQSA Office, Rockhampton

<i>AGENDA ITEM</i>		<i>NOTES ON DISCUSSION</i>	<i>RESOLUTION</i>	<i>OUTCOME</i>
1.	OPENING	Meeting opened @ 6.40pm		
1.1	Attendance	Jenny Smith, Jodie Shanks, Val Kalmikovs, Amanda Noone (remote), Michael Borg, Shari Hancox		
1.2	Special Guest	Barry Prime (SQ CCDO) rang in to introduce himself and explain the objectives of his role. Barry is to contact Gladstone SC to visit during their carnival in Oct, and possibly 2 nd visit during Tropics for a Delegates Mtg. Discussed the development proposal for CQSA. Barry will also be present at Short Course Champs for anyone who wishes to say hello.		
1.3	Apologies	Sarah Emery		
2.0	PREVIOUS MINUTES	Previous minutes read.	That the minutes of the Management Committee held on 23 July 2015 be accepted.	Moved: Jenny Smith Seconded: Jodie Shanks CARRIED
2.1	Business arising – previous minutes	<ul style="list-style-type: none"> • 1 application received for Admin Assistant • New DOLPHIN base unit has arrived and used by RCity on the w/e, RCity have noted that the Wireless Starter Unit is auto turning off, will need to be investigated.....Michael will do • New tents arrived, Michael is arranging covers • Purchase of backstroke ledges – GB • Delegates meeting date – GB 		
3.0	CORRESPONDENCE	As per attached summary	That the correspondence summary as attached be accepted.	Moved: Jenny Smith Seconded: Jodie Shanks CARRIED

3.1	Business arising from correspondence	1. Query from RCity about SQ development funding decision - GB		
4.0	TREASURERS REPORT	Jenny provided verbal report on payments during the period as per the payments list attached.	That the Treasurer's report be accepted.	Moved: Jenny Smith Seconded: Val K CARRIED
5.0	REGISTRARS REPORT	Shari provided report on status of registrations and affiliations for CQSA – report attached.	That the Registrar's report be accepted.	Moved: Shari Hancox Seconded: Amanda Noone CARRIED
6.0	RECORDS STEWARD REPORT	Val reported that he has received 24 (or so) record requests and has processed these to website. Committee discussed a large qty of backlog record apps from past years that were not presented to CQSA. The Committee agreed that these apps should be applied to the database as a correct recording of history and that any implications for prize pool payments cannot be undone.	That the Record Steward's report be accepted.	Moved: Val K Seconded: Jenny Smith CARRIED
7.0	COACH SUB – COMMITTEE REPORT	No report		Moved: Seconded:
8.0	FINANCE SUB – COMMITTEE	No report		Moved: Seconded:
9.0	TECHNICAL OFFICIALS SUB – COMMITTEE	No report		Moved: Seconded:
10.0	GENERAL BUSINESS			
10.1	CQSA Insurance Schedule	Committee discussed the changes to the insurance schedule – mainly deletion of unserviceable ARIES timing system and water damaged laptops, and adding DOLPIHN timing system, newer laptops, marquees, and prize stock (McDonalds).....premium has been revised up to approx. \$1,700/yr.	That the revised insurance schedule and associated premium be adopted.	Moved: Jenny Smith Seconded: Jodie Shanks CARRIED
10.2	Employment of Admin Assistant	The Committee has received one application during the extension period. The Committee discussed the supervision and costs of the position and the workload throughout the year and on this basis decided to withdraw the position in favour of a more limited application of casual arrangements during busy times.	That the position is withdrawn and the 1 applicant be thanked for her application and asked if she would be interested in a reduced arrangement, more casual basis for peak workload times.	Moved: Michael B Seconded: Jenny Smith CARRIED

10.3	Development Program	Committee reviewed discussion paper for a development program whereby grants are offered to CQ clubs to conduct development activities on behalf of CQSA. In addition to \$\$ grants, there is also “McDonalds” kit to support activities and the new SQ CCDO is available to consult with and support clubs. Committee agreed to proceed. Michael & Shari to complete drafting of program ready for EOI’s.	That CQSA offer Development Activity Grants to kick-start the development program in CQ.	Moved: Michael B Seconded: Jodie Shanks CARRIED
10.4	Query from Rocky City re CQ CCDO Funding Arrangements	Query received from RCity regarding <ul style="list-style-type: none"> • CQSA decision to support the SQ funding of 2 CCDO’s, and • CQ Champs Prize Pool Payments above \$2,000 Michael discussed the concerns with Scott Hartwell on 16/8/15 and noted that the Committee believes it has sufficient powers under the CQSA Constitution to make such decisions, and if there are any further concerns, RCity should contact SQ. Michael also explained that the extra payment above the \$2,000 pool was due to a drawn chq that was never cashed (lost), so chq was cancelled and payment made with this year’s payments by EFT.	That a formal response be provided to RCity.	Moved: Michael Borg Seconded: Jenny Smith CARRIED
10.5	ARIES Timing Equipment	VAL K LEFT THE MEETING NOMINATING A CONFLICT OF INTEREST. Committee has received 1 offer to purchase the disused ARIES system and water damaged laptop from Aqualification & Fitness for \$10. The purchaser intends to attempt to refurbish the equipment for use at the Northside Pool and make it available for school carnivals, CQSA and clubs if successful. Given this is the only response to the call for offers and the content of the offer the Committee decided to accept the offer. VAL K RETURNED TO THE MEETING.	That the committee accepts the offer from Aqualification & Fitness to purchase the disused ARIES system and water damaged laptop.	Moved: Michael Borg Seconded: Jenny Smith. CARRIED
10.6	CQSA Meet Arrangements	Committee reviewed discussion paper on meet arrangements for CQ Sprints & CQ Champs. Committee could see benefits in the various arrangements but more detail on “who does what” & “who gets what” would be needed for clubs to understand commitments. Michael will draft structure to enable EOI’s to be called for Sprints & Champs.		Moved: Seconded:
10.7	Purchase of Backstroke Wedges	Val noted 2 nd quote from AQUATIC ELEMENTS for devices same as used by RCity at their SC, \$2,800 for two. The equipment design compared to others was discussed as well as the level of implementation at State & National level events so far. The Committee thought it best to suspend the	That the purchase of backstroke wedges be suspended and reviewed again early next year.	Moved: Val K Seconded: Jodie Shanks CARRIED

		purchase of the devices until there is a wider acceptance at state & national level events. Decision will be reviewed early next calendar year.		
10.8	Date Change - Delegates Meeting	Michael suggested the date be moved back to TROPIC's as the carnival format provided better opportunity for delegates to attend given the 2-day format, as opposed to Beef City where there is only a lunch break. SQ CCDO will be invited to attend.	That the Committee will arrange the next delegates meeting at TROPIC's Meet.	Moved: Michael Borg Seconded: Val K CARRIED
10.9	SQ AGM	Val provided verbal report on SQ AGM. Items of note: <ul style="list-style-type: none"> Change to SQ Constitution to enable the removal of a Life Member 	That the report be received.	Moved: Val K Seconded: Michael Borg CARRIED
10.10	Combined "CQSA" Club	Val presented an idea of a combined "CQSA" club to represent the region at higher level events. Swimmers points would accrue from larger team numbers and make a greater impact. Committee thought the idea had merit, Val to do more research as there are many logistical constraints.		
10.11	Online Noms – Beef City	Michael noted that BEEF CITY would trial online noms thru CLUBLANE this year. This will be in addition to TM email files and paper methods.		
10.12	Reimbursements	Jenny to be reimbursed for purchase of printer cartridges for BROTHER laser printer - \$178.98	That the reimbursements as noted be processed.	Moved: Val K Seconded: Michael Borg CARRIED
10.13	New Club Assessment Criteria	Committee discussed "new club" assessment criteria in the absence of any formal guidelines/process currently in place. SQ has minimum criteria but substantially leaves the Regions to recommend to SQ to accept or decline. Shari had noted criteria that should be considered and will formalise for consideration at next meeting.		
11.0	NEXT MEETING	8 Oct 2015		
11.1	Closure	Meeting Closed at 8.25PM		
	Title	Name	Signature	Date
Signed	President :			
	Junior Vice President	Jodie Shanks		
	Treasurer	Jenny Smith		

Central Queensland Swimming Association

PO Box 3108
North Rockhampton QLD 4701

Cash Disbursements Journal

1/07/2015 To 31/07/2015

7/08/2015
2:05:28 PM

Page 1

ID#	Acct#	Account Name	Debit	Credit	Job No.
CD 1/07/2015 BC BELL & DJ THOMASSON					
EFT	1-1114	Suncorp A/C - 601417622		\$300.00	
EFT	6-6613	Rent	\$300.00		

CD 3/07/2015 Boyne/Tannum Swim Club Inc					
EFT	1-1116	CQSA Development - 6014176		\$150.00	
EFT	6-1102	Swimmer Development	\$150.00		55

CD 5/07/2015 Michael Borg					
EFT	1-1114	Suncorp A/C - 601417622		\$75.90	
EFT	6-6616	Repairs & Maintenance	\$75.90		

CD 9/07/2015 Equipment maintenance fund					
TR000070	1-1114	Suncorp A/C - 601417622		\$100.00	
TR000070	1-1119	CQSA Asset Sinking - 203464	\$100.00		

CD 10/07/2015 Telstra					
BPAY	1-1114	Suncorp A/C - 601417622		\$69.99	
BPAY	6-6625	Telstra - Telephone	\$69.99		
BPAY	6-6626	Telstra - Internet	\$0.00		

CD 16/07/2015 Swimming Queensland					
185	1-1114	Suncorp A/C - 601417622		\$125.00	
185	6-6608	Fees - Permits - Registration	\$125.00		

CD 20/07/2015 Rocky City Swim Club					
EFT	1-1116	CQSA Development - 6014176		\$2,550.00	
EFT	6-1101	Swimmer - Travel Subsidy	\$300.00		55
EFT	6-1101	Swimmer - Travel Subsidy	\$150.00		55
EFT	6-1101	Swimmer - Travel Subsidy	\$150.00		55
EFT	6-1101	Swimmer - Travel Subsidy	\$300.00		55
EFT	6-1101	Swimmer - Travel Subsidy	\$150.00		55
EFT	6-1101	Swimmer - Travel Subsidy	\$300.00		55
EFT	6-1101	Swimmer - Travel Subsidy	\$150.00		55
EFT	6-1101	Swimmer - Travel Subsidy	\$150.00		55
EFT	6-1101	Swimmer - Travel Subsidy	\$300.00		55
EFT	6-1101	Swimmer - Travel Subsidy	\$150.00		55
EFT	6-1101	Swimmer - Travel Subsidy	\$150.00		55
EFT	6-1201	Coach - Travel Assistance	\$150.00		55
EFT	6-1201	Coach - Travel Assistance	\$150.00		55

CD 29/07/2015 Aquatic Elements Pty Ltd					
EFT	1-1119	CQSA Asset Sinking - 203464		\$1,292.50	
EFT	2-1200	Trade Creditors	\$1,292.50		

CD 31/07/2015 Transaction Fee					
SC310715	1-1116	CQSA Development - 6014176		\$4.00	
SC310715	6-6602	Bank Charges	\$4.00		

CD 31/07/2015 Transaction Fee					
SC310715	1-1119	CQSA Asset Sinking - 203464		\$2.00	
SC310715	6-6602	Bank Charges	\$2.00		

Grand Total:			\$4,669.39	\$4,669.39	



Central Queensland Swimming

PO Box 3108

North Rockhampton QLD 4701

A.B.N. 83 899 117 106

REGISTRARS REPORT

AUGUST 2015

As at 20 August 2015

We have 7 clubs affiliating this month which gives us

- 37 Clubs of which
 - 13 are financial
 - 17 are yet to re-affiliate
 - 7 are inactive

Club Lane training is provided to all registrars by Swimming Qld and is being delivered tonight. All clubs have been emailed this information.

All clubs have been emailed the link to the re-affiliation paperwork.

All clubs have received an email sent to the contact listed on Club Lane and have been advised to update this information if it is incorrect.

Correspondence Meeting August 20th 2015

IN

Suncorp Statements

Telstra Account

SQ Participation and Indigenous Programs 2015

The Caribee Rocky Crocs Masters Swimming Club are seeking officials

General Property Insurance - Policy No. 05A033934GEN - Due 17/08/2015

Quote for Dolphin Base Unit

Richard Austin - Commonwealth Games Briefing Session

Info - Emu Park Gym and Swim – new club application

Kevin Hasemann – re approval of Club & Coach Development Officers initiative

Wendy Ross - RE: SQ Participation and Indigenous Programs 2015

Committee – approval Re: Club & Coach Development Officers

Star Outdoor - Artwork - CQSA Marquees

Barry Prime - Initial Introduction

Good Morning Jenny

This a follow up from Kevin Hasemann's email to you earlier this morning whilst also introducing myself to you initially and then to the CQ committee in the near future. I would like you to know that I will be delighted to work with you and your CQ Committee as the representative of SQ in the area of Coach & Club Development in your region. I would be very pleased to meet with yourself and your CQ Committee at your convenience. Please do not hesitate to contact me to see how we can move this new venture forward for the benefit of CQ and SQ as a whole.

I have attached a brief profile of myself so that you will have an initial understanding of who I am and my background experience in swimming to date.

Thank you

Kind regards

Barry Prime | Coach & Club Development Officer | Swimming Qld

Scott Hartwell - Equipment for our winter short-course carnival

Committee – Barry Prime discussion RE: Initial Introduction0

Michael Borg - SQ/McDonalds Stock delivery

Michael Borg - Re: Star Outdoor - Artwork - CQSA Marquees delivery 21/8

Val - Could you please email me financial page for the minutes

Karen Short - PAID Invoice #00026161; From Aquatic Elements Dolphin part ordered

Melissa Findlay FREE: Grant Writing workshop – Rockhampton

SRS Central QLD Funding NOW OPEN Get Playing – Places and Spaces and Get Going – Clubs

Melissa Findlay Get in the Game - Funding Meeting Opportunity Rockhampton and Gladstone

Rocky City Race Secretary - Rocky City Winter Short Course Program

Scott Hartwell President Rocky City – concerns re Development Officer and CQ Champs record payment
Committee discussion emails re Scott’s concerns
Melissa Findlay Get in the Game - Funding Meeting Opportunity Dates
Beth Bell - invoice rent office
Darren Jones - Liquid energy meet flyer word doc and pdf
Admin SQ – Free Aquatic Participation Fun Day Wed 25 Nov
Scott Hartwell – Rocky City Sprint Flyer
Michael Borg – Marquee Delivery Docket
Scott Hartwell – Record applications
Scott Hartwell – Queensland Free Aquatic Participation Fun Day concerns regarding venue
Tracey Cook - General Property Insurance update to cover value of equipment revised schedule
Barry Prime Introduction to Coaches

Out

Swimming community – Melissa Findlay FREE: Grant Writing workshop – Rockhampton
SRS Central QLD Funding NOW OPEN Get Playing – Places and Spaces and Get Going - Clubs
Melissa Findlay Get in the Game - Funding Meeting Opportunity Gladstone
Melissa Findlay Get in the Game - Funding Meeting Opportunity Rockhampton
Kevin Hasemann - Technical Sub-Committee Chair – Sarah Emery
Michael Borg - Cash Disbursements June 15, Registrar Report etc f
Info - Emu Park Gym and Swim – new club application reply
Moranbah Highlanders – re club development assistance
Committee - Development Officers Agreement
Michael - Logo for Star Outdoor Invoice 8095
Michael - re cost of watches for Renewal Amendment - Central Qld Swimming Associates Inc. -
GENERAL PROPERTY Insurance
Committee - Meeting Aug 20th, reconciliation report, cash disbursements and agenda